

CLEARANCE REQUEST FOR PUBLIC RELEASE OF DEPARTMENT OF DEFENSE INFORMATION*(See Instructions on back.)**(This form is to be used in requesting review and clearance of DoD information proposed for public release in accordance with DoDD 5230.9.)***TO: Director, Freedom of Information & Security Review, Rm. 2C757, Pentagon****1. DOCUMENT DESCRIPTION**

a. TYPE	b. TITLE
c. PAGE COUNT	d. SUBJECT AREA

2. AUTHOR/SPEAKER

a. NAME <i>(Last, First, Middle Initial)</i>	b. RANK	c. TITLE
d. OFFICE	e. AGENCY	

3. PRESENTATION/PUBLICATION DATA *(Date, Place, Event)***4. POINT OF CONTACT**

a. NAME <i>(Last, First, Middle Initial)</i>	b. TELEPHONE NO. <i>(Include Area Code)</i>
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5. PRIOR COORDINATION

a. NAME <i>(Last, First, Middle Initial)</i>	b. OFFICE/AGENCY	c. TELEPHONE NO. <i>(Include Area Code)</i>

6. REMARKS**7. RECOMMENDATION OF SUBMITTING OFFICE/AGENCY**

a. THE ATTACHED MATERIAL HAS DEPARTMENT/OFFICE/AGENCY APPROVAL FOR PUBLIC RELEASE *(qualifications, if any, are indicated in Remarks section)* AND CLEARANCE FOR OPEN PUBLICATION IS RECOMMENDED UNDER PROVISIONS OF DODD 5320.9. I AM AUTHORIZED TO MAKE THIS RECOMMENDATION FOR RELEASE ON BEHALF OF:

b. CLEARANCE IS REQUESTED BY _____ *(YYYYMMDD)*.

c. NAME <i>(Last, First, Middle Initial)</i>	d. TITLE
e. OFFICE	f. AGENCY
g. SIGNATURE	h. DATE SIGNED <i>(YYYYMMDD)</i>

INSTRUCTIONS

GENERAL NOTE FOR PERSONNEL PROCESSING

THIS REPORT: Items marked with an asterisk (*) have been registered in the DoD Data Element Program.

1. DOCUMENT DESCRIPTION.

a. Type - Record nature of material submitted; e.g., speech, article, manuscript, study/thesis, brochure, news release, advertisement, radio/television script, etc.

b. Title - Record the exact caption, headline, name or label of the material.

c. Page Count - Enter the number of pages of the document submitted.

d. Subject Area - Record major topic or theme, whenever possible.

Examples: "Go-Between Circuits III - Total Force in Action," and "Communications."

2. AUTHOR/SPEAKER.

*a. Name - Self explanatory.

*b. Rank - Self explanatory.

c. Title - Self explanatory.

d. Office - Self explanatory.

e. Agency - Self explanatory.

3. PRESENTATION/PUBLICATION DATA. Record the forum of open presentation or publication.

4. POINT OF CONTACT

*a. Name - Self explanatory.

b. Telephone Number - Enter the office phone number of the point of contact.

5. PRIOR COORDINATION. Self explanatory.

6. REMARKS. Enter any additional pertinent information.

7. RECOMMENDATION OF SUBMITTING OFFICE/AGENCY.

It is of paramount importance to components, as large and complex as those which comprise the Department of Defense, that coordinated and consistent security and policy determinations are made; therefore, Item 7 must be completed by an individual who possesses the authority to communicate a particular component's policies and recommendation.

a. Enter title of Component/Agency Head or title of other individual ultimately responsible for the substantive issues addressed.

Examples: Secretary of the Army; Chairman of the Joint Chiefs of Staff; Director, Defense Nuclear Agency; President, National Defense University; etc.

*b. Clearance is requested by - Self explanatory.

*c. Name - Entry must be typed or printed and coincide with signatory official.

d. Title - Self explanatory.

e. Office - Self explanatory.

f. Agency - Self explanatory.

g. Signature - Mandatory.

*h. Date - Self explanatory.